

## DUTY STATEMENT

Class Title <b>Associate Governmental Program Analyst</b>	Position Number <b>804-491-5393-715</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>AIDS Drug Assistance Program Unit</b>	
Section <b>AIDS Drug Assistance Program</b>	
Branch <b>Care</b>	
Division <b>Office of AIDS</b>	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Associate Governmental Program Analyst (AGPA) performs assignments in the management of contracts and general development of the AIDS Drug Assistance Program (ADAP).

**Supervision Received:** General direction from the Staff Services Manager I, Chief of the ADAP Unit.

**Supervision Exercised:** None

**Description of Duties:** Duties involve monitoring, evaluating, and providing technical assistance to coordinators administering ADAP at the local level. The AGPA also monitors local health jurisdiction compliance with program standards to ensure the efficiency, economy, and effectiveness of operations at the local level; assists the Pharmaceutical Consultant II with monitoring the contract with ADAP's Pharmacy Benefits Management contractor; develops procedures, performance standards, and operating guidelines; and performs program analyses and special studies.

Percent of Time	Essential Functions
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40%	Conducts evaluations of local health jurisdictions that administer ADAP to ensure compliance with program policies and procedures, performance standards, and operating guidelines; documents findings; performs selected site visit audits and analyses of project performance to ensure appropriate program administration; and provides technical assistance to local ADAP enrollment sites regarding screening for other third party payers, including Medi-Cal and Medicare Part D.
35%	Works in conjunction with the Pharmaceutical Consultant II to monitor the deliverables resulting from the Pharmacy Benefits Management Contractor and resolve any disputes regarding ADAP enrollment or provision of pharmacy services to clients throughout the state.
20%	Prepares special reports, in addition to routine management information reports and summaries; writes proposals, grant applications, budget change proposals, legislative reports, and/or miscellaneous other documents; performs complex analyses of ADAP program policies and issues related to ADAP; and makes presentations to various groups, including upper level management, regarding ADAP.

Percent of Time

Marginal Functions

5%

Performs other job related duties as required.

Employee's signature	Date
Supervisor's signature	Date